

**Victims of Crime Act Multi-Victimization Program
INSTRUCTIONS
NOFO #1745-1650**

Task	Date
NOFO posted	September 1, 2020
Technical Assistance Recording	September 4, 2020
Notice of Intent due	September 18, 2020
NOFO question submission deadline	September 23, 2020
Applications due	11:59 p.m., October 5, 2020
Budget Committee review/approval of recommended designations	November 2020
Performance Period	December 1, 2020 to November 30, 2023

CHECKLIST

Prior to application due date:

- [Obtain a Data Universal Numbering System \(DUNS\) number](#)
- [Register with the System for Award Management \(SAM\)](#)
- [Apply for, update or verify the Employer Identification Number \(EIN\)](#)
- [Create a Grants.gov account with username and password](#)
- [Complete registration in the Grantee GATA Portal](#)

Submission Checklist:

- Uniform Application for State Grant Assistance
 - Submitted in PDF (signed, and scanned)
 - Submitted in a Word file
- Program Narrative –Do not change the format of this document.
 - Submitted in a Word file.
- Budget/Budget Narrative
 - Submitted in Excel format (no signatures required for this document at this time)
- For Track II applicants include:
 - Letter of Partnership.

The documents listed above should be zipped in a single folder. Each individual document should be named following naming conventions listed on page 22 and emailed to: CJA.Multi.NOFOff19@illinois.gov.

Uniform Notice for Funding Opportunity (NOFO)
Multi-Victimization Program

	Data Field	
1.	Awarding Agency Name:	Illinois Criminal Justice Information Authority (ICJIA)
2.	Agency Contact:	Ronnie J Reichgelt Victim Services Program Administrator Illinois Criminal Justice Information Authority 300 West Adams, Suite 200 Chicago, Illinois 60606 CJA.Multi.NOFOffy19@illinois.gov 312-793-8550
3.	Announcement Type:	<input checked="" type="checkbox"/> Initial announcement <input type="checkbox"/> Modification of a previous announcement
4.	Type of Assistance Instrument:	Grant
5.	Funding Opportunity Number:	#1745-1650
6.	Funding Opportunity Title:	Victims of Crime Act Multi-Victimization
7.	CSFA Number:	#1745-1650
8.	CSFA Popular Name:	Victims of Crime Act Multi-Victimization
9.	CFDA Number(s):	16.575
10.	Anticipated Number of Awards:	N/A
11.	Estimated Total Program Funding:	\$12,000,000
12.	Award Range	Minimum \$100,000 Maximum \$1,000,000
13.	Source of Funding:	<input checked="" type="checkbox"/> Federal or Federal pass-through <input type="checkbox"/> State <input type="checkbox"/> Private / other funding
14.	Cost Sharing or Matching Requirement:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 20% of Total Program Costs
15.	Indirect Costs Allowed	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
15.	Restrictions on Indirect Costs	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
16.	Posted Date:	September 1, 2020
17.	Application Range:	September 1, 2020 through October 5, 2020
18.	Technical Assistance Session:	Session Offered: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
18.		Session Mandatory: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
18.		It is recommended that applicants view the recorded technical assistance, which will be available beginning on September 4, 2020.

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Notice of Funding Opportunity

Victims of Crime Act Multi-Victimization Program

A. Program Description

The federal Victims of Crime Act (VOCA) was passed in 1984 for the purpose of compensating and assisting victims of crime and providing funds for training and technical assistance.

The Illinois Criminal Justice Information Authority (ICJIA) is the state agency charged with the administration of the Illinois' Victims of Crime Act Victim Assistance Formula Grant Program. This program is supported by fines and penalties levied against criminals convicted of federal crimes and allocated to states by formula by the Office for Victims of Crime of the U.S. Department of Justice. In federal fiscal year 2019, Illinois received a VOCA award of \$86,235,200million.

VOCA grants must support the provision of direct services to victims of crime. States are required to allocate a minimum of 10 percent of funds received for services to each of the following: victims of sexual assault, domestic violence, child abuse, and underserved victims of violent crime. VOCA funds may not be used to supplant or replace state and local funds that would otherwise be available for crime victim services and must be used to develop new projects or expand existing projects.

The Victims of Crime Act of 1984 established the Crime Victims Fund (34 U.S.C. 20101(c)) for the purpose of creating a special mandatory spending account dedicated to helping victims of all types of crimes. Authorized by the Victims of Crime Act are:

- Children's Justice Act grants
- U.S. Attorney's victim/witness coordinators
- F.B.I. victim assistance specialists
- Federal victim notification system
- OVC discretionary grants
- State compensation formula grants
- State victim assistance formula grants
- Antiterrorism Emergency Reserve

In addition, distribution of federal funds through the Victims of Crime Act of 1984 by the Illinois Criminal Justice Information Authority is authorized by 20 Ill. Admin. Code 1520.40, stating in pertinent part that [ICJIA] will annually review Section 1404 of the Victims of Crime Act of 1984 (P.L. 98-473, effective October 12, 1984) and based on the requirements of Section 1404(a) and (b), the need for services to victims and the services available to address that need, as evidenced by oral and written comment and testimony received at public meetings conducted pursuant to the Open Meetings Act (Ill. Rev. Stat. 1983, ch. 102, par. 41 et seq.), select program priorities for each federal fiscal year."

1. Purpose

Multiple Victimizations

Research shows that victimization negatively impacts individuals' physical, emotional, and psychological health. While some individuals may have one victimization experience, others can experience victimizations of different types of crime or multiple victimizations. Experiencing multiple types of crime may result in complex trauma and mental health symptoms that differ from those who experience one type of crime.¹ This funding opportunity seeks to address the needs of victims who have experienced multiple types of crime during their lifetime.

Victimization Trends and Characteristics

Within communities, individuals may experience varied crime types, including homicide, gun violence, intimate partner and domestic violence, sexual violence, robbery, battery, or assault. In addition, individuals may be exposed to violence in communities including witnessing violence in one's home, school, workplace, or community.

According to national surveys, it is estimated that 7 of every 10 youth between the ages of 14 and 17 years old have experienced a physical assault, almost 2 of every 10 youth have been physically assaulted with a weapon, and nearly 7 of every 10 youth have witnessed violence in their homes or communities in their lifetimes.² Children who were physically assaulted were more likely to experience a sexual victimization and maltreatment in their lifetimes.³ Rates of violence are even higher among youth of color living in poor urban communities, where surveys indicate that between 50% and 90% of youth in these communities have experienced or witnessed violence in their homes, schools, and neighborhoods.⁴

In Illinois, no single source of data on victimization exists and some types of violence go unreported or are reported only to non-law enforcement entities, such as school personnel (e.g., bullying) or private security (e.g., workplace violence). Uniform Crime Reports (UCR)⁵ on violent index offenses include murder/non-negligent manslaughter, rape, robbery, and aggravated assault⁶ reported to the Illinois State Police is one measure of the prevalence of violence in Illinois. While these data show prevalence of crime generally, they do not offer additional information about the demographics of victims or multiple experiences of violence.

¹Turner, H. A., Finkelhor, D., & Ormrod, R. (2010). Poly-victimization in a national sample of children and youth. *American Journal of Preventive Medicine*, 38(3), 323-330.

²Finkelhor, D., Turner, H., Shattuck, A., Hamby, S., & Kracke, K. (2015). *Children's exposure to violence, crime and abuse: An update* (NCJ Pub No. 248547). Department of Justice, Office of Juvenile Justice and Delinquency Prevention. <https://www.ojjdp.gov/pubs/248547.pdf>

³Finkelhor, D., Turner, H., Shattuck, A., Hamby, S., & Kracke, K. (2015). *Children's exposure to violence, crime and abuse: An update* (NCJ Pub No. 248547). Department of Justice, Office of Juvenile Justice and Delinquency Prevention. <https://www.ojjdp.gov/pubs/248547.pdf>

⁴Gaylord-Harden, N. K., So, S., Bai, G. J., Henry, D. B., & Tolan, P. H. (2016). Examining the pathologic adaptation model of community violence exposure in male adolescents of color. *Journal of Clinical Child & Adolescent Psychology*, 1-11.

⁵Hughes, E. (2016). *About Uniform Crime Reporting program data*. Illinois Criminal Justice Information Authority. <https://icjia.illinois.gov/researchhub/articles/about-uniform-crime-reporting-program-data>

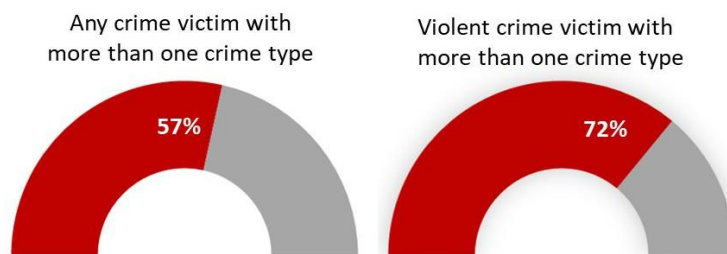
⁶Violent Index crimes do not cover all offenses considered community violence. For instance, they do not include simple assault and misdemeanor-level interpersonal violence.

There were 54,720 reports of violent index offenses made to police in 2016, most of which were aggravated assaults (57%) or robberies (32%). Additional police data show about 118,160 domestic offenses were reported to law enforcement in 2016.

In addition to these data, ICJIA's InfoNet, the state's central repository for domestic violence and sexual assault victim service data, shows that in 2017, domestic violence agencies served 42,531 adult victims. About 77% of these victims were parents with more than 68,000 minor children. About 7,800 of these children received services from a domestic violence service provider. Additionally, rape crisis centers in Illinois served 5,950 adults and more than 2,300 youth victims aged 12 to 17 years in 2017. These centers also provided services to over 1000 significant others who were secondary victims to their loved one's sexual assault.

To better understand the nature and impact of victimization in Illinois, ICJIA contracted with Aeffect, Inc., to carry out a statewide victim needs assessment in 2016.⁷ This assessment found that 55% of adults in Illinois had experienced at least one victimization in their lifetime. Of victims of crime in Illinois, 57% experienced more than one crime type. When narrowed to just victims of violent crime, the percentage of victims who experienced multiple crimes increases to 72 percent (*Figure 1*).

Figure 1. Multiple Victimization Experiences.



Impact of Victimization

Exposure to violence in the community can result in serious long-term negative outcomes for youth and adults.⁸ Violence is unpredictable and experiencing or witnessing violence can increase fear, distrust among community members, and feelings that communities, homes, and schools are unsafe. Childhood and adolescent exposure to violence is associated with increased internalizing (e.g., anxiety disorder, major depressive disorder, post-traumatic stress disorder) and externalizing (e.g., oppositional defiant disorder, conduct disorder) behaviors and trauma symptomology in children and adolescents.⁹ Increased neighborhood violence has been associated with decreases in educational outcomes of children, such that exposure to violence in

⁷Aeffect, Inc. (2017). *2016 Victim Needs Assessment*. Illinois Criminal Justice Information Authority.

http://www.icjia.state.il.us/assets/articles/2016_ICJIA_Victim_Needs_Assessment_Summary_Report.pdf

⁸Usta, J., & Farver, J. A. M. (2005). Is there violence in the neighbourhood? Ask the children. *Journal of Public Health*, 27(1), 3-11.

⁹Cecil, C. A., Viding, E., Barker, E. D., Guiney, J., & McCrory, E. J. (2014). Double disadvantage: The influence of childhood maltreatment and community violence exposure on adolescent mental health. *Journal of Child Psychology and Psychiatry*, 55(7), 839-848. DOI 10.1111/jcpp.12213

the community was associated with a 4% to 9% decrease in school achievement of urban school children.¹⁰ Adults can also experience negative outcomes, including anxiety, depression, PTSD, or other symptoms following exposure to violence during childhood, adolescence, and adulthood.¹¹

Furthermore, individuals may face multiple forms of victimization, contributing to complex trauma and mental health symptoms. Among children, those who experience multiple types of crime across multiple settings (e.g., home, school, community), also known as poly-victims, are more likely to experience severe mental health symptoms than victims with fewer experiences or who only experience one type of crime.¹² While less research exists about the impact of multiple victimizations on adults, the cumulative impact of trauma has been shown to contribute to complex PTSD, depression, and other mental health symptoms in adults, especially among vulnerable populations, such as individuals who identify as lesbian, gay, bisexual, transgender, or queer (LGBTQ).¹³ Experiencing multiple forms of violence during one's lifetime is related to higher levels of distress,¹⁴ increased anger and suicidal behavior,¹⁵ and difficulties with life transitions.¹⁶ Violence can exacerbate or be exacerbated by other life circumstances including lack of employment or economic opportunities for families.¹⁷ Programs should consider how multiple victimizations may impact a family unit and may work to address both parental behavior and family functioning, especially for programs serving children and youth.

2. Program Design

Applications may be submitted for one of two tracks:

- Track 1: Applicant agency must provide the mandated service itself with any requested funds outlined in its proposed budget.
- Track 2: Applicant agency can submit as primary applicant with a secondary partner through one application. Applicants are limited to only one secondary partner per

¹⁰Milam, A. J., Furr-Holden, C. D. M., & Leaf, P. J. (2010) Perceived school and neighborhood safety, neighborhood violence and academic achievement in urban school children. *The Urban Review*, 42(5), 458-467.

¹¹Cyr, K., Clément, M. È., & Chamberland, C. (2014). Lifetime prevalence of multiple victimizations and its impact on children's mental health. *Journal of Interpersonal Violence*, 29(4), 616-634; Lowe, S. R., Quinn, J. W., Richards, C. A., Pothen, J., Rundle, A., Galea, S., Ressler, K.J., Koenen, K.C., Bradley, B. (2016). Childhood trauma and neighborhood-level crime interact in predicting adult posttraumatic stress and major depression symptoms. *Child Abuse & Neglect*, 51, 212-222.

¹²Turner, H. A., Finkelhor, D., & Ormrod, R. (2010). Poly-victimization in a national sample of children and youth. *American Journal of Preventive Medicine*, 38(3), 323-330.

¹³Mustanski, B., Andrews, R., & Puckett, J. A. (2016). The effects of cumulative victimization on mental health among lesbian, gay, bisexual, and transgender adolescents and young adults. *American Journal of Public Health*, 106(3), 527-533.

¹⁴Richmond, J. M., Elliott, A. N., Pierce, T. W., Aspelmeier, J. E., & Alexander, A. A. (2009). Polyvictimization, childhood victimization, and psychological distress in college women. *Child maltreatment*, 14(2), 127-147.

¹⁵Charak, R., Byllesby, B. M., Roley, M. E., Claycomb, M. A., Durham, T. A., Ross, J., ... &Elhai, J. D. (2016). Latent classes of childhood poly-victimization and associations with suicidal behavior among adult trauma victims: Moderating role of anger. *Child Abuse & Neglect*, 62, 19-28.

¹⁶Elliott, A. N., Alexander, A. A., Pierce, T. W., Aspelmeier, J. E., & Richmond, J. M. (2009). Childhood victimization, poly-victimization, and adjustment to college in women. *Child Maltreatment*, 14(4), 330-343.

¹⁷Sieger, K., Rojas-Vilches, A., McKinney, C., &Renk, K. (2004). The effects and treatment of community violence in children and adolescents: What should be done?. *Trauma, Violence, & Abuse*, 5(3), 243-259.

application. Secondary partners must have experience in serving victims in victimization area not within the experience area of the primary agency. The primary agency must submit all the required materials, including the secondary partner's role and activities.

The following are required elements of the program and must be described in detail within the program narrative:

Track 1: For applications with only primary agencies, who will perform all mandatory services within one agency.

Core Direct Services. The applicant agency is expected to provide the following services:

- a. Crisis Intervention: Refers to victim de-escalation, emotional support, and guidance provided by advocates, counselors, or mental health professionals. May occur at the scene of a crime, immediately after a crime, or be provided on an ongoing basis.
- b. Case Management: Refers to assisting victim(s) in identifying and achieving their needs and goals; including but not limited to:
 - Assessment and development of service plan to facilitate a client's progress
 - Information and referral to needed services
 - Advocacy: For example, assisting victims in securing rights and services from other agencies; notifying and assisting with victim compensation paperwork; obtaining criminal or civil protection orders; relocation services; intervening with employers, creditors and others on behalf of victim; assisting in filing for losses covered by public and private insurance programs; accompanying victims to the hospital; assisting victims to address the life skill development that was impaired as a direct result of the victimization, etc. Life skills advocacy includes activities to address the client's economic, educational, and employment needs that directly result from victimization.
 - Ongoing emotional support
- c. Individual Counseling: Refers to in-person emotional support and guidance and counseling provided by advocates, counselors, or mental health professionals.

TRACK 2: For applications with primary and secondary agencies providing all mandatory services: Agencies submit as primary and secondary partners through one application. Applicants are limited to only one secondary partner per application. Secondary partner must have experience in serving victims in victimization area not within the experience area of the primary agency. The primary agency must submit all the required materials, including the secondary partner's role and activities.

The secondary partner's budget costs should be included as a subaward, as the secondary partner's services and costs will be core to the project. In this scenario, the primary partner will have the capacity to monitor the programmatic and fiscal activities of the other partners. These requirements are explained in more detail in Section D6, page 21 of this solicitation in the paragraph titled "Subawards." If the secondary partner's activities are unfunded, they should not be included in the budget, but a Letter of Partnership must

be submitted.

Core Direct Services. The applicant agencies are expected to provide the following services:

- a. Crisis Intervention: Refers to victim de-escalation, emotional support, and guidance provided by advocates, counselors, or mental health professionals. May occur at the scene of a crime, immediately after a crime, or be provided on an ongoing basis.
- b. Case Management: Refers to assisting victim(s) in identifying and achieving their needs and goals; including but not limited to:
 - Assessment and development of service plan to facilitate a client's progress
 - Information and referral to needed services
 - Advocacy: For example, assisting victims in securing rights and services from other agencies; notifying and assisting with victim compensation paperwork; obtaining criminal or civil protection orders; relocation services; intervening with employers, creditors and others on behalf of victim; assisting in filing for losses covered by public and private insurance programs; accompanying victims to the hospital; assisting victims to address the life skill development that was impaired as a direct result of the victimization, etc. Life skills advocacy includes activities to address the client's economic, educational, and employment needs that directly result from a victimization.
 - Ongoing emotional support
- c. Individual Counseling: Refers to in-person emotional support and guidance and counseling provided by advocates, counselors, or mental health professionals.

Additional Services to Consider for Program Design (OPTIONAL):

Additional direct services agencies may consider offering include:

- a. Therapy*. Refers to intensive professional psychological/psychiatric treatment, including evaluation of mental health needs, through evidence-informed, developmentally-appropriate individual, family or group therapy that addresses the impact of the victimization. Therapy should be trauma focused where available and provided by licensed professionals.
- b. Substance Use Disorder Counseling*: Refers to out-patient treatment for alcohol and drug use disorder directly related to the victimization. Treatment must be provided at a licensed treatment facility and/or by a licensed or certified professional.
- c. Group Support: Refers to the coordination and provision of support group activities including self-help, peer, and social support. The group activities can also include skill building development to address physical, psychological and interpersonal impacts of victimization. These services must be provided by the applicant agency.

*Therapy and Substance Use Disorder Counseling services can be subcontracted to an outside provider. Requirements are explained in more detail in Section D6 of this solicitation in the paragraph titled “Subcontracts.”

3. Program Requirements

Staffing and Training Requirements

The applicant’s completed program narrative should be reflective of the program requirements outlined below. The applicant is responsible for including related costs in the budget and budget narrative should funds be needed to accomplish these requirements.

Direct Service Staff: Sufficient staffing to provide the proposed services for all clients to be served. Staffing plan should include ability to serve clients with various levels and length of service needs. The intent is to anticipate engagement in long-term services when needed.

Supervision of direct service staff. Ongoing supervision of direct service staff to ensure program fidelity and staff support.

Trauma: Agencies should hold at least one training on trauma for all program staff during the grant period. This training should build staff’s capacity to respond to and support trauma victims, which may include training on vicarious trauma and self-care. Agencies are strongly encouraged to take additional steps toward building internal capacity for engaging in trauma-informed practices, such as the development and use of trauma screening tools, policies, and practices that address vicarious trauma and self-care among staff, and the use of program assessment to gauge agency trauma readiness. Both the activities and the costs associated with the training must be thoroughly explained and justified in both the program narrative and budget narrative. Any training funded through this program but not fully developed at the time of approval of application may be listed in the budget, but must be submitted to ICJIA for approval prior to any expenditure of funds.

Training: If applicant proposes to work with underserved groups, applicant must ensure staff completes at least one training during the grant period to address underserved group(s) needs. The indicated underserved group(s) should be clearly indicated and any training must be fully explained.

Mental health services: Mental health counseling and care such as outpatient therapy/counseling and substance-use disorder treatment directly related to the victimization, must be provided by a person who meets the professional standards to provide these services in Illinois. This can include, but is not limited to, a licensed clinical social worker (LCSW), a licensed professional counselor (LPC), a certified alcohol and other drug abuse counselor (CADC), or a licensed clinical psychologist. Clinical staff hold master’s degrees and have a clinical license (Clinical Psychologist, LCPC, LCSW, LMFT) or are engaged in supervised practice to meet the requirements of clinical licensure.

Required meetings: Applicant must include in budget attendance for at least two core program staff at a minimum of one ICJIA-coordinated semi-annual meeting, if convened.

Evidence-Based Programs or Practices

Applicants are strongly urged to incorporate research-based best practices into their program design. Applicants should identify the evidence-based practice being proposed for implementation, identify and discuss the evidence that shows that the practice is effective, discuss the population(s) for which this practice has been shown to be effective, and show that it is appropriate for the proposed target population.

Vicarious trauma

Adopting a trauma-informed approach may necessitate that some agencies incorporate behavioral and cultural changes that align with a trauma-informed service delivery model. For more on trauma and different models of trauma-informed care, see the following article: <https://icjia.illinois.gov/researchhub/articles/trauma-types-and-promising-approaches-to-assist-survivors>

Part of adopting a trauma-informed approach is addressing vicarious trauma among staff. Applicants may include activities that address vicarious trauma among staff because improved staff health and well-being can result in improved services for victims of crime. For instance, an agency may hold weekly self-care groups to build staff skills through debriefing or activities that assist staff in processing and learning new skills to address vicarious trauma. Groups may incorporate yoga, instruction in new coping skills, such as breathing techniques, or may provide a space for staff to debrief how they are impacted by the work. These groups and activities can be facilitated internally or agencies may bring in an external facilitator. Agencies may also engage in policy and/or protocol development that prioritize staff well-being and vicarious trauma, provided their development relates to direct services or staff supervision.

4. Goals, Objectives and Performance Metrics

The following table depicts objectives linked to performance indicators that show progress toward the proposed program goal. Complete the table by entering ambitious yet realistic numbers for each objective based on your proposed program. Applicants may list additional support service objectives for the program. Selected programs will be required to submit quarterly reports on the following objectives and must identify the number of clients they aim to serve during the performance period. Objectives should estimate the number of clients that will receive each of the listed services in order to produce meaningful, tangible changes in clients' lives.

Goal: To provide core direct services to victims who have experienced multiple types of crime.	
Objective	Performance Measure
Objectives for each direct service being provided by the primary agency ONLY. These totals SHOULD NOT include services provided by a partner organization.	
<i>INFORMATION & REFERRAL</i>	

# ____ clients will receive referrals to other victim service providers.	# of clients provided with referrals to other victim service providers.
# ____ clients will receive referrals to other services, supports, and resources.	# of clients provided with referrals to other services, supports, and resources.
<i>PERSONAL ADVOCACY/ACCOMPANIMENT</i>	
# ____ clients will receive advocacy/accompaniment to emergency medical care.	# of clients provided with advocacy/accompaniment to emergency medical care.
# ____ clients will receive individual advocacy (e.g., assistance applying for public benefits).	# of clients provided individual advocacy (e.g., assistance applying for public benefits). # of times staff provided individual advocacy (e.g., assistance applying for public benefits).
# ____ clients will receive assistance intervening with an employer, creditor, landlord, or academic institution.	# of clients provided with assistance intervening with an employer, creditor, landlord, or academic institution. # of times staff provided assistance intervening with an employer, creditor, landlord, or academic institution.
# ____ clients will receive child or dependent care assistance.	# of clients provided with child or dependent care assistance. # of times staff provided child or dependent care assistance.
# ____ clients will receive transportation assistance.	# of clients provided with transportation assistance. # of times staff provided transportation assistance.
# ____ clients will receive interpreter services.	# of clients provided with interpreter services. # of times staff provided interpreter services.
# ____ clients will receive employment assistance (e.g., help creating a resume or completing a job application).	# of clients provided with employment assistance (e.g., help creating a resume or completing a job application). # of times staff provided employment assistance (e.g., help creating a resume or completing a job application).

<p># ____ clients will receive education assistance (e.g., help completing a GED or college application).</p>	<p># clients provided with education assistance (e.g., help completing a GED or college application).</p> <p># of times staff provided education assistance (e.g., help completing a GED or college application).</p>
<p># ____ clients will receive economic assistance (e.g., help creating a budget, repairing credit, providing financial education).</p>	<p># of clients provided with economic assistance (e.g., help creating a budget, repairing credit, providing financial education).</p> <p># of times staff provided economic assistance (e.g., help creating a budget, repairing credit, providing financial education).</p>
<p><i>EMOTIONAL SUPPORT OR SAFETY SERVICES</i></p>	
<p># ____ clients will receive crisis intervention.</p>	<p># of clients provided with crisis intervention.</p> <p># of crisis intervention sessions provided by staff.</p>
<p># ____ clients will receive individual counseling.</p>	<p># of clients provided with individual counseling.</p> <p># of individual counseling sessions provided by staff.</p>
<p># ____ clients will receive emergency financial assistance.</p>	<p># of clients provided with emergency financial assistance.</p>
<p><i>SHELTER/HOUSING SERVICES</i></p>	
<p># ____ clients will receive relocation assistance.</p>	<p># of clients provided with relocation assistance.</p>
<p># ____ clients will receive housing advocacy, or help with implementing a plan for obtaining housing (e.g., accompanying client to apply for Section 8 housing)</p>	<p># of clients provided with receive housing advocacy, or help with implementing a plan for obtaining housing (e.g., accompanying client to apply for Section 8 housing)</p> <p># of times staff provided assistance with receive housing advocacy, or help with implementing a plan for obtaining housing (e.g., accompanying client to apply for Section 8 housing)</p>
<p><i>CRIMINAL/CIVIL JUSTICE SYSTEM ASSISTANCE</i></p>	
<p># ____ clients will receive criminal advocacy/accompaniment.</p>	<p># of clients provided criminal advocacy/accompaniment.</p> <p># of times staff provided criminal advocacy/accompaniment.</p>

Additional services being provided by the primary agency ONLY. These totals SHOULD NOT include services provided by a partner organization.	
<u>If providing therapy:</u> # ____ clients will receive therapy.	# of clients provided with therapy. # of therapy sessions provided by applicant agency.
<u>If providing group support:</u> # ____ clients will receive group support.	# of clients provided with group support. # of group support sessions provided by applicant agency.
<u>If providing substance use disorder treatment:</u> # ____ clients will receive substance use disorder treatment.	# of clients provided with substance use disorder treatment. # of substance use disorder treatment sessions provided by applicant agency.
Objectives for each direct service being provided by a partner organization ONLY. These totals SHOULD NOT include services provided by the primary agency.	
<i>INFORMATION & REFERRAL</i>	
# ____ clients will receive referrals to other victim service providers.	# of clients provided with referrals to other victim service providers.
# ____ clients will receive referrals to other services, supports, and resources.	# of clients provided with referrals to other services, supports, and resources.
<i>PERSONAL ADVOCACY/ACCOMPANIMENT</i>	
# ____ clients will receive advocacy/accompaniment to emergency medical care.	# of clients provided with advocacy/accompaniment to emergency medical care.
# ____ clients will receive individual advocacy (e.g., assistance applying for public benefits).	# of clients provided individual advocacy (e.g., assistance applying for public benefits). # of times staff provided individual advocacy (e.g., assistance applying for public benefits).
# ____ clients will receive assistance intervening with an employer, creditor, landlord, or academic institution.	# of clients provided with assistance intervening with an employer, creditor, landlord, or academic institution. # of times staff provided assistance intervening with an employer, creditor, landlord, or academic institution.
# ____ clients will receive child or dependent care assistance.	# of clients provided with child or dependent care assistance. # of times staff provided child or dependent care assistance.

# ___ clients will receive transportation assistance.	# of clients provided with transportation assistance. # of times staff provided transportation assistance.
# ___ clients will receive interpreter services.	# of clients provided with interpreter services. # of times staff provided interpreter services.
# ___ clients will receive employment assistance (e.g., help creating a resume or completing a job application).	# of clients provided with employment assistance (e.g., help creating a resume or completing a job application). # of times staff provided employment assistance (e.g., help creating a resume or completing a job application).
# ___ clients will receive education assistance (e.g., help completing a GED or college application).	# clients provided with education assistance (e.g., help completing a GED or college application). # of times staff provided education assistance (e.g., help completing a GED or college application).
# ___ clients will receive economic assistance (e.g., help creating a budget, repairing credit, providing financial education).	# of clients provided with economic assistance (e.g., help creating a budget, repairing credit, providing financial education). # of times staff provided economic assistance (e.g., help creating a budget, repairing credit, providing financial education).
<i>EMOTIONAL SUPPORT OR SAFETY SERVICES</i>	
# ___ clients will receive crisis intervention.	# of clients provided with crisis intervention. # of crisis intervention sessions provided by staff.
# ___ clients will receive individual counseling.	# of clients provided with individual counseling. # of individual counseling sessions provided by staff.
# ___ clients will receive emergency financial assistance.	# of clients provided with emergency financial assistance.
<i>SHELTER/HOUSING SERVICES</i>	
# ___ clients will receive relocation assistance.	# of clients provided with relocation assistance.

<p># ___ clients will receive housing advocacy, or help with implementing a plan for obtaining housing (e.g., accompanying client to apply for Section 8 housing)</p>	<p># of clients provided with receive housing advocacy, or help with implementing a plan for obtaining housing (e.g., accompanying client to apply for Section 8 housing)</p> <p># of times staff provided assistance with receive housing advocacy, or help with implementing a plan for obtaining housing (e.g., accompanying client to apply for Section 8 housing)</p>
CRIMINAL/CIVIL JUSTICE SYSTEM ASSISTANCE	
<p># ___ clients will receive criminal advocacy/accompaniment.</p>	<p># of clients provided criminal advocacy/accompaniment.</p> <p># of times staff provided criminal advocacy/accompaniment.</p>
Additional services being provided by the partner organization ONLY. These totals SHOULD NOT include services provided by the primary agency.	
<p><u>If providing therapy:</u></p> <p># _____ clients will receive therapy.</p>	<p># of clients provided with therapy.</p> <p># of therapy sessions provided by staff or through contracted services.</p>
<p><u>If providing substance use disorder treatment:</u></p> <p># _____ clients will receive substance use disorder treatment.</p>	<p># of clients provided with substance use disorder treatment.</p> <p># of substance use disorder treatment sessions provided by applicant agency.</p>
<p><u>If providing group support:</u></p> <p># _____ clients will receive group support.</p>	<p># of clients provided with group support.</p> <p># of group support sessions provided by staff or through contracted services.</p>
Objectives for BOTH the primary and any partner organizations for each required activity.	
TRAININGS	
<p># _____ staff will receive training on trauma and/or vicarious trauma</p>	<p># of staff trained</p> <p># of trainings held</p>
<p># _____ staff will receive other training that increases staff knowledge (e.g., undeserved victim populations)(<i>optional</i>)</p> <p><u>List training(s):</u></p>	<p># of staff trained</p> <p># of trainings held</p>
PUBLIC AWARENESS	
<p>Staff will engage in public awareness activities (e.g., development and</p>	<p># ___ of hours staff engaged in public awareness activities (e.g., development</p>

distribution of print and online material, presentations, etc. to raise awareness of victim rights and services).	and distribution of print and online material, presentations, etc. to raise awareness of victim rights and services).
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Additionally, a small number of successful applicants that demonstrate readiness may be invited to work with ICJIA to develop additional objectives and performance indicators demonstrating desired program outcomes. Outcomes should measure meaningful, tangible changes in clients' lives resulting from program participation, such as increased levels of safety and stability, increased knowledge, or improved attitudes.

5. Priorities

In 2017, ICJIA completed a statewide assessment of crime victim needs and service gaps in Illinois, which was presented to its Ad Hoc Victim Services Committee for consultation and coordination with other stakeholders. The [final report](#) included 12 recommendations, which were subsequently approved by the ICJIA Board.¹⁸ Priorities addressed by this NOFO include:

- Core direct services to victims of all crime types.
- Fund services for underserved victims of crime.
- Promote multidisciplinary responses to victimization.
- Encourage trauma-informed and trauma-focused services.
- Encourage the use of evidence-informed (or promising) and evidence-based practices and programming.

6. Evidence-Based Programs or Practices

Applicants are strongly urged to incorporate research-based best practices into their program design, when appropriate. Applicants should identify the evidence-based practice being proposed for implementation, identify and discuss the evidence that shows that the practice is effective, discuss the population(s) for which this practice has been shown to be effective, and show that it is appropriate for the proposed target population.

B. Funding Information

This program will be supported with FFY19 Victims of Crime Act (VOCA) grant funds appropriated to the Illinois Criminal Justice Information Authority.

1. Award period

¹⁸Houston-Kolnik, J., Vasquez, A., Alderden, M., & Hiselman, J. (2017). *Ad hoc victim services committee research report*. Chicago, IL: Illinois Criminal Justice Information Authority.

Grant awards resulting from this opportunity will have a target period of performance of December 1, 2020 to November 30, 2021. Additional funding to support the program for up to 24 months may be awarded after the initial funding period contingent upon satisfactory performance and availability of funds. Funding support for this program will not exceed a period of 36 months.

2. Available Funds

A total of \$12 million in funding is available through this solicitation. Applicants must request a minimum of \$100,000 and a maximum of \$1 million in grant funding.

Agreements that result from this funding opportunity are contingent upon and subject to the availability of sufficient funds.

Applications must include an Implementation Schedule that describes how the program activities will be carried out. The Implementation Schedule must include information that will allow ICJIA to assess grant activity relative to planned project performance.

C. Eligibility Information

Before applying for any grant, all entities must be registered and pre-qualified through the Grant Accountability and Transparency Act (GATA) Grantee Portal at www.grants.illinois.gov/portal. Registration and pre-qualification are required annually each state fiscal year. During pre-qualification, verifications are performed, including a check of federal SAM.gov Exclusion List and status on the Illinois Stop Payment List. The Grantee Portal will either indicate a “qualified” status or inform on how to remediate a negative verification (e.g., inactive DUNS, not in good standing with the Secretary of State). Inclusion on the SAM.gov Exclusion List cannot be remediated. Go to <https://icjia.illinois.gov/gata> for a list of pre-qualification steps.

Applicants are also required to submit a financial and administrative risk assessment utilizing an Internal Controls Questionnaire (ICQ) for state fiscal year 2021 before October 4, 2020 and obtain approval from their cognizant agencies before execution of the grant agreement. Delay in obtaining SFY21ICQ approval will result in a delay in grant execution.

1. Eligible Applicants

Eligible applicants must meet the following requirements:

Public Agency and Nonprofit Organization. Operated by a public agency or nonprofit organization, or a combination of such organizations, and provides direct services to crime victims. Nonprofit organizations must submit proof of 501(c)(3) status as determined by the Internal Revenue Service.

Record of Effective Services. Demonstrate a record of providing effective direct services to crime victims and financial support from sources other than the Crime Victims Fund. This includes having the support and approval of its services by the community and a history of providing direct services in a cost-effective manner. New programs that have not yet demonstrated a record of providing services may be eligible for VOCA funds if they can demonstrate that a minimum of 25 percent of

their financial support comes from sources other than the Crime Victims Fund in the year of, or the year preceding, the award.

Meet Program Match Requirements. Matching contributions of 20 percent (cash or in-kind) of the total costs of the VOCA project. Match must be committed for each VOCA-funded project and derived from sources other than federal funds.

Volunteers. Utilize volunteers unless ICJIA determines there is a compelling reason to waive this requirement.

Promote Community Efforts to Aid Crime Victims. Promote, within the community, coordinated public and private efforts to aid crime victims.

Help Crime Victims Apply for Compensation. Assist victims by identifying and notifying crime victims of the availability of compensation, referring victims to organizations that can assist them in applying, assisting victims with application forms and procedures, obtaining necessary documentation, monitoring claim status and intervening on behalf of victims with the compensation program.

Comply with Federal Rules Regulating Grants. Comply with the applicable provisions of VOCA, the VOCA Victim Assistance Program Final Rule, Office of Victims of Crime guidelines, and the requirements of the Department of Justice Grants Financial Guide and government-wide grant rules, which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of VOCA funds received.

Civil Rights. No person shall, on the grounds of race, color, religion, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, be subjected to discrimination under, or denied employment in connection with any VOCA-funded program or activity.

Comply with State Criteria. Abide by any additional eligibility or service criteria as established by ICJIA including submitting statistical and programmatic information on the use and impact of VOCA funds, as requested by ICJIA.

Services to Victims of Federal Crime. Provide services to victims of federal crimes on the same basis as victims of state/local crimes.

Criminal Case. Do not discriminate against victims because they disagree with the way the state is prosecuting the criminal case.

No Charge to Victims for VOCA-Funded Services. Provide services to crime victims at no charge through the VOCA-funded program.

Confidentiality of Information. Reasonably protect the confidentiality and privacy of persons receiving services under the VOCA-funded program to the extent permitted by law, as set forth in 28 CFR 94.115.

2. Cost Sharing or Matching

A 20% match requirement will be imposed on grant funds under this program. A grant made under this program may not cover more than 80 percent of the total cost of the project funded. Match can be made in both cash and/or in-kind contributions. Funds, cash, or in-kind resources used as match must be spent to support the program's goals and objectives.

In-kind match includes volunteered professional or personal services, office materials and equipment, work space and facilities, and non-program funded victim assistance activities. Any reduction or discount provided to a sub-recipient shall be valued as the difference between what the sub-recipient paid and what the provider's nominal or fair market value is for the good or service. The value placed on volunteered services must be consistent with the rate of compensation paid for similar work in the program or the labor market. The value of donated space may not exceed the fair rental value of comparable space. The value placed on loaned or donated equipment may not exceed its fair rental or market value.

To calculate the amount of match required: Total Project Costs x 20 percent = Match

Example:

Total Program Cost:	\$100,000
20 percent Matching Funds (\$100,000 x .20):	\$ 20,000
Federal Funds (\$100,000 x .80):	\$ 80,000

Federal guidelines prohibit matching funds to be used to supplant existing funds. Refer to 28 CFR 200.306 for more information on match types and match requirements.

3. Indirect Cost Rate

In order to charge indirect costs to a grant, the applicant organization must either have an annually negotiated indirect cost rate agreement (NICRA) or elect to use a standard *de minimis* rate. There are three types of allowable indirect cost rates:

- a) Federally Negotiated Rate. Organizations that receive direct federal funding may have an indirect cost rate that was negotiated with the Federal Cognizant Agency. Illinois will accept the federally negotiated rate.
- b) State Negotiated Rate. The organization may negotiate an indirect cost rate with the State of Illinois if they do not have a Federally Negotiated Rate. If an organization has not previously established an indirect cost rate, an indirect cost rate proposal must be submitted through the State of Illinois' centralized indirect cost rate system no later than three months after receipt of a Notice of State Award (NOSA). If an organization previously established an indirect cost rate, the organization must annually submit a new indirect cost proposal through the centralized indirect cost rate system within the earlier of: six (6) months after the close of the grantee's fiscal year; and three (3) months of the notice of award.
- c) De Minimis Rate. An organization that has never negotiated an indirect cost rate with the Federal Government or the State of Illinois is eligible to elect a *de minimis* rate of 10% of modified total direct cost (MTDC). Once established, the *de minimis* Rate

may be used indefinitely. The State of Illinois must verify the calculation of the MTDC annually in order to accept the *de minimis* rate.

A recipient of grant funds must register its indirect cost rate election through the [Grantee Portal, Crowe Activity Review System \(CARS\) system](#), or other appropriate system. It is the organization's responsibility to ensure that any indirect cost rate utilized is properly registered.

Grantees have discretion and can elect to waive payment for indirect costs. Grantees that elect to waive payments for indirect costs cannot be reimbursed for indirect costs. The organization must record an election to "Waive Indirect Costs" into the State of Illinois' centralized indirect cost rate system. Indirect Cost election must be completed annually, for every state fiscal year.

D. Application and Submission Information

1. Accessing Application Package

Applications must be obtained at <https://icjia.illinois.gov/gata> by clicking on the link titled "Victims of Crime Act Multi-Victimization Program." Paper copies of the application materials may be requested from Ronnie J Reichgelt by: calling 312-793-7058; mailing Ronnie J Reichgelt, 300 West Adams Street, Suite 200, Chicago, Illinois 60606; or via Telephone Device for the Deaf (TDD) (312)793-4170. Applications, however, may only be submitted via email, to: CJA.Multi.NOFOFFY19@illinois.gov.

2. Content and Form of Application Submission

(a). Notice of Intent. Agencies interested in applying are strongly encouraged to complete an online Notice of Intent form by 11:59 p.m. on September 18, 2020. Submission of a Notice of Intent is nonbinding and will be used for internal planning purposes only. Upon receipt of a Notice of Intent, ICJIA will offer technical assistance to agencies which have not yet demonstrated GATA compliance.

Failure to submit a Notice of Intent by the deadline above may result in an agency not receiving technical assistance with respect to GATA compliance, therefore risking grant ineligibility.

The online Notice of Intent is available at:
https://icjia.az1.qualtrics.com/jfe/form/SV_5BGGflmRFSd3goJ

a) Forms and Formatting

The complete application must be emailed to CJA.Multi.NOFOFFY19@illinois.gov. The applicant agency name should appear in the Subject line of the email. Each

document attached to the email must be submitted in the manner and method described below. Applications that are missing documents or pages will be rejected.

Document	Document Name	PDF	Word	Excel
Uniform Application for State Grant Assistance – This form must be completed, signed, and scanned (PDF), and provide a Word file as well	<i>“Agency Name – Application”</i>	X	X	
Program Narrative – This document must meet the requirements outline in Section A. The narrative must be provided in this document. Do not change the format of this document.	<i>“Agency Name – Program Narrative”</i>		X	
Budget/Budget Narrative – This document is a workbook, with several pages (tabs). The last tab has instructions if clarification is needed.	<i>“Agency Name – Budget”</i>			X
Additional Required Documents				
Letter of Partnership for Track II		X		

b) Application Formatting

Program Narratives may not exceed 30 pages and must be written in Times New Roman size 12 font. Do not delete template questions in your response.

3. Dun and Bradstreet Universal Numbering System (DUNS) Number and System for Award Management (SAM)

Applicants are required to:¹⁹

- a) Be registered in SAM before submitting its application. To establish a SAM registration, go to <http://www.SAM.gov/SAM> and/or utilize this instructional link: How to Register in SAM from the www.grants.illinois.gov Resource Links tab.
- b) Provide a valid DUNS number in its application. To obtain a DUNS number, visit from Dun and Bradstreet, Inc., online at <https://www.dnb.com/duns-number/get-a-duns.html> or call 1-866-705- 5711.
- c) Continue to maintain an active SAM registration with current information while it has an active award or application under consideration. ICJIA may not make a federal pass-through or state award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements.

¹⁹ Exempt from these requirements are individuals or agencies under 2 CFR § 25.110(b) or (c) and those with an exception approved by the federal or state awarding agency under 2 CFR § 25.110(d).

4.Submission Dates, Times, and Method

Completed application materials must be received by and in possession of the email address CJA.Multi.NOFOFFY19@illinois.gov by 11:59 p.m., October 5, 2020, to be considered for funding. Upon receipt, an automated confirmation receipt will be emailed. Proposals will not be accepted by mail, fax, or in person. Late or incomplete submissions will not be reviewed, including email submissions delayed due to state email security clearance. Agencies are encouraged to submit their applications 72 hours in advance of the deadline to avoid unforeseen technical difficulties. Technical difficulties should be reported immediately to ICJIA at CJA.Multi.NOFOFFY19@illinois.gov.

5.Application Questions

Questions may be submitted via email at CJA.Multi.NOFOFFY19@illinois.gov. The deadline for submitted questions is 11:59 p.m. on September 23, 2020. All substantive questions and responses will be posted on the ICJIA website at <https://icjia.illinois.gov/gata>. Due to the competitive nature of this solicitation, applicants may not discuss the opportunity directly with any ICJIA employee other than via this email address.

6.Funding Restrictions

- a) Federal Financial Guide. Applicants must follow the current edition of the Department of Justice Grants Financial Guide which details allowable and unallowable costs is available at: https://ojp.gov/financialguide/doj/pdfs/DOJ_FinancialGuide.pdf. Costs may be determined to be unallowable even if not expressly prohibited in the Federal Financial Guide.
- b) Prohibited Uses. The following is a non-exhaustive list of services, activities, goods, and other costs that cannot be supported through this NOFO:
 - Land acquisition
 - New construction
 - A renovation, lease, or any other proposed use of a building or facility that will either result in a change in its basic prior use or significantly change its size
 - Minor renovation or remodeling of a property either listed or eligible for listing on the National Register of Historic Places or located within a 100-year flood plain
 - Implementation of a new program involving the use of chemicals
 - Capital expenditures
 - Fundraising activities
 - Most food and beverage costs
 - Lobbying
 - Audits (agencies receiving less than \$750,000 in cumulative federal funds)

- Capital expenses; property losses and expenses, real estate purchases, mortgage payments, construction, and most capital improvements
- Compensation for victims of crime
- Crime prevention
- Food and beverage costs
- Fundraising activities
- Lobbying and advocacy with respect to legislation, regulations or administrative policy
- Most medical care costs
- Tort or criminal defense services
- Active investigation and prosecution of criminal activities, and witness activities
- Research and studies, except for project evaluations
- Salaries and expenses for management, unless expressly allowed in the VOCA Final Rule

c) Allowable Expenses. All expenses must reasonable, necessary, and allocable to the program. The following is a non-exhaustive list of services, activities, goods, and other costs that can be supported through this NOFO:

d) All expenses must reasonable, necessary, and allocable to the program. The following is a non-exhaustive list of services, activities, goods, and other costs that can be supported through this NOFO. Applicants will be required to submit a budget identifying which expenses will be paid with VOCA funds and which with State funds:

- VOCA-allowable expenses are expenses that are closely related to providing services to TRC clients. More information on the VOCA guidelines for allowable costs can be found in [28 CFR 94.119-122](#). The following is a list of federally allowed expenses common to TRC programs:
 - Personnel providing direct services to victims and supervisory personnel to the extent that they provide direct services to victims or provide direct supervision to staff who provide direct services to victims.
 - Hiring and training costs for the above personnel that provide for their professional growth and development.
 - Equipment and supplies integral to providing mental health treatment, including
 - Art supplies for expressive therapies
 - Assistive tools and sensory devices, workbooks, and toys for activities
 - All program operating costs related to providing services and prorated to use for this program, including
 - Rent for program space
 - Billing
 - Supplies
 - Staff travel related to other allowable expenses

- Costs to address needs of victims:
 - Housing, food, clothing, prescriptions, and other expenses to meet immediate needs on an emergency basis to promote safety and stability.
 - Childcare when participating in program activities.
 - Transportation to and from program activities and tasks related to stabilization (attending job interviews, medical/therapy appointments) and criminal justice proceedings related to their victimization.
 - Relocation expenses when related to establishing a safe and stable living environment
 - Program promotion and public information development; public awareness and education presentations and dissemination of information through brochures, public service announcements, billboards, etc. Presentations must be conducted in public forums and designed to inform victims of specific rights and services and provide them with assistance. Public awareness preparation and presentations may not exceed 10 hours per week.

- e) Pre-Award Costs. **No costs incurred before the start date of the grant agreement may be charged to awards resulting from this funding opportunity.**

- f) Pre-approvals. Prior approvals may affect project timelines. Submission of materials for ICJIA approval should be incorporated into the application Implementation Schedules. ICJIA may require prior approval of the following:
 - Out-of-state travel
 - Certain Requests for Proposals, procurements, and sub-contracts
 - Conference, meeting, and training costs

- g) State Travel Guidelines. Travel costs charged to ICJIA must conform to State Travel Guidelines, found here: <https://www2.illinois.gov/cms/Employees/travel/Pages/TravelReimbursement.aspx>. Out-of-state hotel rates are based on the General Service Administration (GSA) guidelines found here: <https://www.gsa.gov/travel/plan-book/per-diem-rates>. Applicant agencies with lower cost travel guidelines than the State of Illinois must use those lower rates.

- h) Supplanting

Supplanting is to deliberately reduce state or local funds because of the existence of federal funds. Supplanting rules do not apply to not-for-profit agencies.

Federal funds must be used to supplement existing state and local funds for program activities and must not replace those funds that have been appropriated for the same

purpose. Supplanting will be the subject of application review, as well as pre-award review, post-award monitoring, and audit. If there is a potential presence of supplanting, the applicant or grantee will be required to supply documentation demonstrating that the reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds. For certain programs, a written certification may be requested by the awarding agency or recipient agency stating that federal funds will not be used to supplant state or local funds.

If funds will be used for the expansion of an already implemented program, applicants must explain how proposed activities will supplement—not supplant—current program activities and staff positions.

- i) Proposed Subawards and Subcontracts. Applicants may propose to enter into subawards or subcontracts under this award, each of which involve different rules and applicant responsibilities. A subaward carries out a portion of the grant agreement while a contract is often for obtaining goods and services for the grantee's own use. (44 Ill. Admin Code 7000.240). If a third party will provide some of the essential services or develop or modify a product that the applicant has committed to provide or produce, ICJIA may consider the agreement with the third party a subaward for purposes of grant administration.

Applicants must classify each expense in the contractual budget as a subaward or subcontract. The substance of the agreement, not the title or structure of the agreement, will determine whether it is a subaward or a subcontract. Applicants are advised to use the “Checklist for Contractor/Subrecipient Determinations” available at the GATA Resource Library for guidance:

<https://www.illinois.gov/sites/gata/pages/resourcelibrary.aspx>.

Applicants are required to justify their use of subawards and explain their capacity to serve as “pass-through” entities in the program narrative. Applicants will monitor subaward compliance with grant terms, applicable federal and state law including the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Award, 2 C.F.R. Part 200, GATA, and ICJIA policies. Proposed subawards must be identified, if possible, and their roles described in both the program and budget narratives.

For procurement contracts, applicants are encouraged to promote free and open competition in awarding contracts. All subcontracts must comply with federal and state requirements.

7. Requirement Prior to Submitting the Application

Applicant Technical Assistance Recording. Applicants are advised to view the following mandatory technical assistance recordings prior to application submission. All recordings are located on the [ICJIA YouTube channel](#).

- NOFO programmatic requirements
- GATA compliance
- Budget Requirements
- Allowable expenses
- Indirect costs
- Required documents
- Supplanting

The recordings will be available for viewing **beginning at 12:00 pm on September 04, 2020.**

E. Application Review Information

1. Criteria

Application materials must address all components of this NOFO and demonstrate both a need for the program and an ability to successfully implement the program. Reviewers will score applications based on completeness, clear and detailed responses to program narrative questions, and inclusion of all mandatory program elements as well as past performance history and/or financial standing with ICJIA. The applicant must demonstrate that costs are reasonable, necessary, and allowable.

The total number of points available is 100. Applicants must earn at least 70 points to be considered for funding.

Scoring Criteria		Possible Points
Executive Summary:		5
This section should provide a succinct but comprehensive summarization of the proposal including key points as detailed in the proposal.	5	
Statement of the Problem:		15
Provides a clear, concise, and precise description of the current problem in applicant's service area, using data (including trends) to support this description	10	
Community characteristics, that describe demographics and other characteristics of your service year	2	
Description of the strengths and challenges of community to be served (min of two each)	3	
Proposed Program:		25
Provides a clear description of how the program will provide services to adult and/or minor victims	5	
Describes the activities provided through the following services: crisis intervention, case management, and individual counseling. Application should clearly describe how clients' needs are identified and how services will be structured to meet these needs.	7	

Throughout, applicants should highlight how these services are tailored to address the multiple victimizations experiences of their clients.		
Explain how your program will conduct outreach activities and provide services to adult and/or minor victims	3	
Describe known barriers to accessing victim services and how applicant agency will address these	2	
Describe collaborative partners, if any, including history, their role in the program, their qualifications, and include letter of partnership. (If agency applies under Track I, the 3 points will automatically be given)	3	
Explain how your program will incorporate trauma informed care	3	
Fully completes the Implementation Table with realistic deliverables	2	
Staffing:		15
Description of all staff positions assigned to the program, include case coordination and supervision	7	
How and what training will staff receive	3	
The FTE table is completed and correct	5	
Agency Capacity and Experience:		15
History of providing services for victims of crime, <u>or if no history</u> , how the applicant will build capacity to provide them.	3	
Agency's geographical and jurisdictional limitations to provide service	3	
Fiscal experience and capacity to manage grants	3	
How will agency build capacity to provide services	3	
How the applicant agency will sustain the funded program at the end of the three-year funding period	3	
Goals, Objectives and Performance Indicators:		5
Complete with realistic and ambitious projections	5	
Budget Detail:		10
Budget is complete.	5	
Budgeted items are cost-effective in relation to the proposed activities.	5	
Budget Narrative:		10
Narrative is complete for all line items, clearly detailing how the applicant arrived at and calculated the budget amounts.	10	
Total Possible Points		100

2. Review and Selection Process

Proposals will be reviewed by a panel of ICJIA staff and key stakeholders with expertise in victim services. Proposal selection will be made using the previously described scoring criteria. If possible, ICJIA will fund the highest scoring applicant in each geographic region before funding successive applicants. For the purposes of this NOFO, there are 5 geographic regions: See Appendix A.

After applicants are selected from each region, applicants will be selected based on overall scoring, with secondary consideration given to geographic diversity and proposed program design. Applicants with equivalent scores will be selected based on scores in the proposed program design category.

ICJIA reserves the right to reject incomplete proposals, proposals that include unallowable activities, proposals that do not meet eligibility or program requirements, and proposals that are otherwise unsatisfactory. ICJIA may invite applicants to answer clarifying questions and modify budgets that include unallowable or unreasonable costs. NOFO application budgets will be reviewed for allowability, completeness, and cost-effectiveness. ICJIA will perform an in-depth budget review of all grants awarded and may require budget modifications that do not materially change the nature of the program.

Successful applicants whose applications contained unallowable or unreasonable costs may have their awards reduced by the total amount of those costs. Upon applicant acceptance of the grant award, announcement of the grant award shall be published by ICJIA to the GATA portal. Review team recommendations will be forwarded to Budget Committee for approval. Applicants will be notified of the Budget Committee's decision.

3. Programmatic Risk Assessment

All applicant agencies recommended for funding will be required to submit a completed ICJIA Programmatic Risk Assessment (PRA). This assessment will identify elements of fiscal and administrative risk at the program level and will be used to determine required specific conditions to the interagency agreement. The PRA must be completed for the program agency which carries out the program operations. PRAs completed for other state agencies will not be accepted.

4. Anticipated Announcement and State Award Dates

Task	Date
NOFO posted	September 1, 2020
Technical Assistance Recording	September 4, 2020
Notice of Intent due	September 18, 2020
NOFO question submission deadline	September 23, 2020

Applications due	11:59 p.m., October 5, 2020
Budget Committee review/approval of recommended designations	November 2020
Performance Period	December 1, 2020 to November 30, 2023

5. Appeal Process

Unsuccessful applicants may request a formal appeal of the evaluation process. Evaluation scores and funding determinations may not be contested and will not be considered by ICJIA’s Appeals Review Officer. The appeal must be via email and submitted within 14 calendar days after either the date the grant award notice is published or receipt of a Funding Opportunity Declination Letter from ICJIA, whichever comes first. The written appeal must include, at a minimum, the following:

- Statement indicating a request for a formal appeal
- The name and address of the appealing party
- Identification of the grant program
- A statement of reason for the appeal

Please send your appeal to:

Appeals Review Officer
Illinois Criminal Justice Information Authority
CJA.ARO@Illinois.gov

Once an appeal is received, ICJIA will acknowledge receipt of an appeal within 14 calendar days from the date the appeal was received. ICJIA will respond to the appeal, in writing, within 60 days or explain why more time is required. ICJIA will resolve the appeal by a written determination, which will include:

- Review of the appeal.
- Appeal determination.
- Rationale for the determination.
- Standard description of the appeal review process and criteria.

6. Debriefing Process

Unsuccessful applicants may request a debriefing for feedback to improve future applications. Debriefings include written advice on the strengths and weaknesses of applications using the evaluation and review criteria.

Requests for debriefings must be made via email and submitted within seven calendar days after receipt of notice. Debriefing requests will not be granted if there is an active appeal, administrative action, or court proceeding. The written debriefing requests shall include:

- The name and address of the requesting party.
- Identification of grant program.
- Reasons for the debrief request.

Please send requests to:

Ronnie J Reichgelt
Illinois Criminal Justice Information Authority
CJA.Multi.NOFOFFY19@illinois.gov

F. Award Administration Information

1. State Award Notices

The ICJIA Budget Committee is scheduled to review and approve designations in November 2020.

ICJIA will transmit a Notice of State Award (NOSA) and the grant agreement to successful applicants after the Budget Committee reviews and approves designations. The NOSA will detail specific conditions resulting from pre-award risk assessments that will be included in the grant agreement. The NOSA will be provided and must be accepted through the Grantee Portal unless another distribution is established. The NOSA is not an authorization to begin performance or incur costs.

The following documents must be submitted prior to the execution of an agreement:

- Fiscal Information Sheet
- Audit Information Sheet
- Programmatic Risk Assessment
- Civil Rights Compliance Questionnaire
- Equal Employment Opportunity and Civil Rights Certification signed by the Implementing Agency
- Lobbying and Debarment certification signed by the Program Agency

2. Administrative and National Policy Requirements

In addition to implementing the funded project consistent with the approved project proposal and budget, agencies selected for funding must comply with applicable grant terms and conditions and other legal requirements, including the Victim of Crime Act, GATA, and the U.S. Department of Justice Grants Financial Guide.

Additional programmatic and administrative special conditions may be required.

3. Reporting

Recipients must submit periodic financial reports, progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with the 2 CFR Part 200 Uniform Requirements. Future awards and fund drawdowns may be withheld if reports are delinquent.

G. State Awarding Agency Contact(s)

For questions and technical assistance regarding application submission, contact:

Ronnie J Reichgelt
Illinois Criminal Justice Information Authority
CJA.Multi.NOFOFFY19@illinois.gov

H. Other Information

The Illinois Criminal Justice Information Authority (ICJIA) is a state agency dedicated to improving the administration of criminal justice. ICJIA brings together key leaders from the justice system and the public to identify critical issues facing the criminal justice system in Illinois, and to propose and evaluate policies, programs, and legislation that address those issues. The statutory responsibilities of ICJIA fit into four areas: grants administration; research and analysis; policy and planning; and information systems and technology.

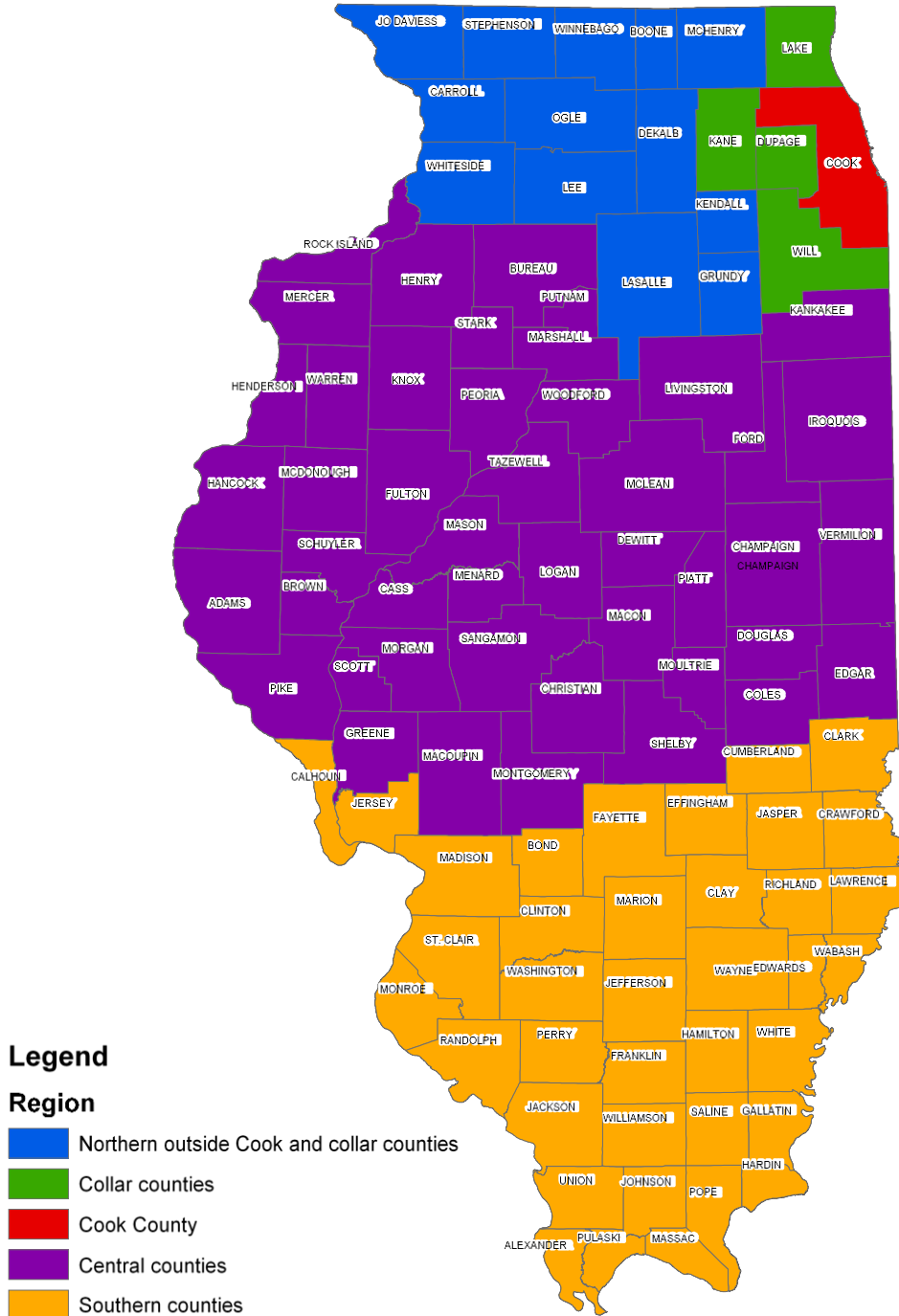
Section 7 of the Illinois Criminal Justice Information Act grants ICJIA authority “to apply for, receive, establish priorities for, allocate, disburse, and spend grants of funds that are made available by and received on or after January 1, 1983 from private sources or from the United States pursuant to the federal Crime Control Act of 1973, as amended, and similar federal legislation, and to enter into agreements with the United States government to further the purposes of this Act, or as may be required as a condition of obtaining federal funds” and “to receive, expend, and account for such funds of the State of Illinois as may be made available to further the purposes of this Act.” (20 ILCS 3930/7(k), (l))

Neither the State of Illinois nor ICJIA are obligated to make any award as a result of this announcement. The ICJIA Executive Director or designee has sole authority to bind ICJIA to the expenditure of funds through the execution of grant agreements.

This application is subject to the Illinois Freedom of Information Act (FOIA). Any information that the applicant believes should be exempt under FOIA should clearly highlight the information that is exempt, and the basis of the exemption.

Appendix A

Illinois Regions



Regions represent the divisions of the U.S. District Courts of Illinois. Cook and Collar county regions are subsets of the Northern U.S. Courts of Illinois.

Regional Classifications of Counties

Northern outside Cook and collar counties	Central counties		Southern counties
Boone	Adams	Schuyler	Alexander
Carroll	Brown	Scott	Bond
DeKalb	Bureau	Shelby	Calhoun
Grundy	Cass	Stark	Clark
Jo Daviess	Champaign	Tazewell	Clay
Kendall	Christian	Vermilion	Clinton
LaSalle	Coles	Warren	Crawford
Lee	DeWitt	Woodford	Cumberland
Ogle	Douglas		Edwards
Stephenson	Edgar		Effingham
Whiteside	Ford		Fayette
Winnebago	Fulton		Franklin
McHenry	Greene		Gallatin
	Hancock		Hamilton
	Henderson		Hardin
Cook County	Henry		Jackson
	Iroquois		Jasper
Collar counties	Kankakee		Jefferson
DuPage	Knox		Jersey
Kane	Livingston		Johnson
Lake	Logan		Lawrence
Will	McDonough		Madison
	McLean		Marion
	Macon		Massac
	Macoupin		Monroe
	Marshall		Perry
	Mason		Pope
	Menard		Pulaski
	Mercer		Randolph
	Montgomery		Richland
	Morgan		St. Clair
	Moultrie		Saline
	Peoria		Union
	Piatt		Wabash
	Pike		Washington
	Putnam		Wayne
	Rock Island		White
	Sangamon		Williamson